

3 June 1970

MEMORANDUM FOR: SSA/DDS

SUBJECT : FI Staff Conference Room

Attached hereto is a record of the use of the FI Staff Conference Room for the period beginning January 1970. Since our records are destroyed at the end of each calendar year we cannot provide you with the information for 1969.

[REDACTED]  
Chief, Support  
Foreign Intelligence

25X1A9a

Att

NOTE:

29 June 1970

25X1A9a I have discussed this matter with [REDACTED] The FI Staff does not normally have Task Forces as such. However, many of its officers are on various boards and panels which make extensive use of the FI Conference Room. The Agent Panel for example has only a few members but has voluminous folders to review and compare when they hold their meetings; they wheel in a couple of carts full and go to work.

25X1A9a [REDACTED] is going to voluntarily keep a record of the number of participants at each meeting in the conference room and the duration of the meeting.

[REDACTED]  
25X1A9a

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: FI/SG  
2 D 4937 Hqs.

EXTENSION

NO.

DATE

3 JUN  
1970

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. SSA/DDS  
7D16, HQ

2.

3.

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25X1A9a

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